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30 October 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Fitness Report Changes Discussed in Supervision and Management Courses

Approved changes in the Fitness Reporting System designed to clarify the meaning of the new ratings and strengthen the role of the Reviewing Official were discussed for the first time in the most recent runnings of the Supervision Course (22 - 26 Sept.) and the Management Course (29 Sept. - 3 Oct.). The two main features, a relabeled and redefined rating scale and a more precise reporting requirement for the Reviewing Official, produced two general comments from the students: stronger rating scale and accompanying definitions would result in an escalation of performance ratings, and the play of a normal degree of subjectivity in the reviewer, combined with the absence of formal standards or criteria to assist him in evaluating the rater objectively, would reduce significantly the goal of strengthening the role of the Reviewing Official.

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2. Significant Progress Seen in [REDACTED] Instruction

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During the eight months since OTR conducted an Instructor Training Course (ITC) for members of the [REDACTED] instructional staff (Feb. '69) the comprehensive problem which concludes six months of training of the communications technicians has been redesigned and expanded from several days to four weeks. In addition, lesson plans have been developed, ways of evaluating the performance in training have been re-worked, and training materials have been screened. The new problem will be given for the first time in December and OTR's Chief, ITC has been asked to observe elements of its presentation to confirm that objectives are being met.

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[REDACTED] instructors are continuing to write programs as part of the PAI effort at the Center. They have also obtained programs from the military to be modified as the Staff considers necessary.

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Two members of the Instructor Training Branch, OTR were [REDACTED] on 21 October to discuss these developments, many of which evolved from the February course.

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3. Solution Sought to Meet Requirements for Writing Courses

In an effort to develop a program in writing to satisfy the requirements of NPIC and of OSI, the Office of Training contracted for a demonstration by [REDACTED]

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25X1A5a1 [REDACTED] The two-hour workshop was attended by 12 people including one from OSI, six from NPIC, and five from OTR. The NPIC representatives believe OTR's course is more in line with what they want.

25X1A5a1 [REDACTED] program may be reconsidered after OTR has completed a tailored program for NPIC, scheduled in January.

4. Conference of Security Officers Held [REDACTED]

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The Office of Security held a six-day conference [REDACTED] for their Special Agents in Charge (SAC). Eleven officers attended full-time; ten officers from OS and other Agency components attended certain portions of the conference.

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5. Language Training

Requirement for the 44-week Vietnamese Course has been reconfirmed by FE Division and arrangements are now being made with the [REDACTED] to put the training on a regularly scheduled basis--a change from the current practice of negotiating dates when a requirement is submitted. LS is planning to space the starting date every two or three months.

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Efforts to convince the European Division that instruction in Swedish could be given to a Division employee by the Language School failed and, for reasons of security, the employee was enrolled at Berlitz for training expected to continue until the end of March and at an estimated cost of \$3,500.

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6. Other Training Notes

Twenty-seven students are in the Operations Course-Phase I, which opened on 20 October. In addition to the 18 Career Trainees, there are nine students from the CS, representing [REDACTED] WH, and FE Divisions. . . . 25X1A8a

25X1A9a [REDACTED] Chief/Reserve Branch/MMPD/OP, and [REDACTED] 25X1A9a

Administrator of NCO/MMPD, were [REDACTED] on 23 October to 25X1A6a

25X1A review activities of the [REDACTED] military reserve units. . . . A sanitized

25X1A version of HN [REDACTED] "Federal Employees Health Benefits Program,"

is being prepared for mailing to Agency employees attending the senior officer schools and to those in full-time study at universities in the U.S.

. . . The active duty, "Day at CIA" on 17 October, given for 48 members of the Headquarters USAF Intelligence Reserve Officers Training Group, was most favorably received. The briefings by Support Services participants were the highlights of the successful program. . . . Harry

25X1A9a [REDACTED] Deputy Director of Finance for Accounts and Audit, is the Agency's representative at Brookings "Conference for Federal Executives on Business Operations," currently being held in Minneapolis, Minnesota.

7. Security Briefings of External Trainees Under Study

25X1A9a To assist [REDACTED] Chief/Employee Activities Branch/OS, in his investigation of the need for a formal program of briefings for Agency

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employees attending courses at U. S. universities, OTR provided reports and correspondence from both current and recent Agency students in which specific mention was made of unrest on the campus, the Agency's image, or any other related matters.

8. Outside Briefings

At Fort Holabird to 30 students in the Senior Foreign Officers Course on "Current Soviet Trends."

At Maxwell AFB, Montgomery, Alabama, to 275 students in the Air Command and Staff College on "Problems and Prospects of the Communist World."

At Fort Holabird to 30 students in the Senior Foreign Officers Course on "Background of Communist Activities in Far East and Southeast Asia."

At Headquarters to the Honorable Joseph S. Farland, newly appointed U. S. Ambassador to Pakistan, on the Agency.

At Fort Holabird to 30 students in the Senior Foreign Officers Course on "Scientific Data as an Element of National Power."

At Headquarters [REDACTED]

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[REDACTED] on CIA and the Intelligence Community.

At Headquarters [REDACTED]

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[REDACTED] on CIA and the Intelligence Community.

At Headquarters to three officials of the [REDACTED] on CIA and the Intelligence Community.

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